JEFFERSON COUNTY BOARD OF HEALTH
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POLICY FOR EXPIRING, EXTENDING AND RENEWING INDIVIDUAL SEWAGE DISPOSAL SYSTEM (ISDS) PERMITS

APPROVED: October 16, 2007
EFFECTIVE: November 1, 2007

PURPOSE

To establish criteria for when a valid permit is required, for expiring permits and granting permit extensions for systems under construction, and to set forth guidelines for renewing permits.

RATIONALE

Although individual sewage disposal system permits expire one (1) year after the date of issuance, under certain circumstances it may be appropriate to grant an extension to allow completion of work that is already underway. By developing criteria for such extensions staff can provide guidance to applicants and avoid arbitrary decisions. In addition, establishing criteria for permit renewal of partially completed systems will avoid unnecessary renewal costs for permit holders when only minor work remains to be done.

STATEMENT OF POLICY

IT IS THE POLICY OF THE JEFFERSON COUNTY BOARD OF HEALTH that the following shall govern the requirements for a valid permit, and the expiration, extension and/or renewal of individual sewage disposal system permits.

Part 1 Valid Permit Required for Inspections

1.0 A valid permit is required for the Department to perform all major construction inspections, such as for the septic tank or absorption bed.

1.1 A valid permit is not required when major components have been inspected and the following minor work remains to be done:

A. placement of sewer lines or building sewer;

B. installation of advanced/secondary treatment components;

C. installation of alarms/monitoring components;

D. installation of septic tank risers/lids;

E. installation of vent or observation pipes;

F. drilling the well and verifying setback requirements;

G. verifying abandonment of wells or privies;

H. placement of berms or slope mitigation work;

I. any other minor inspection necessary to compete the installation; or

J. any outstanding paperwork or documentation as required by the permit.

Part 2 Expiration Warning Letter

2.0 The Department shall mail an "Permit Expiration Warning Notice" (attached) at least thirty (30) days prior to the expiration of an ISDS permit.

Part 3 Expiration of a Permit and Automatic Extensions

3.0 If no construction inspections have been made, the permit shall expire and become invalid on the expiration date (if that date is a weekend or holiday, the permit shall expire on the following business day). A "Notice of Permit Expiration" (attached) will then be mailed to the applicant. The permit folder will be retained in the Department files and the AMANDA database will show the permit status as "EXPIRED." The Building Department will be notified that the permit has expired. No further inspections will be made.

3.1 If at least one construction inspection has been made prior to the permit expiration date, an automatic, extension of thirty (30) days shall be granted to allow completion of the installation as stated in the "Expiration Warning Letter." The permit folder will be retained in Department files and the AMANDA database will show the permit status as "NOTICE OF NONCOMPLIANCE."

3.2 Unless final approval of the installation has been made prior to the end of the thirty-day extension period, the Department will record a "NOTICE OF NONCOMPLIANCE" (sample attached) on the property title.

Part 4 Renewal of a Permit

4.0 If the renewal application is received prior to the permit expires the existing permit may be renewed with the appropriate fee.

4.1 If the renewal application is received after the permit expires application shall be considered to be for a new permit and the appropriate fee shall be paid.

4.2 If the former permit status is shown as NOTICE OF NONCOMPLIANCE, the owner may obtain a COMPONENT INSPECTION PERMIT for completion of the remainder of the work. A NOTICE OF COMPLIANCE will be recorded when all work is complete

4.3 A valid permit is not required for circumstances set forth in Section 1.1.

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